

11 July 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations for
1 - 30 June 1967

1. Cables Processed

A. The combined work units of CIA and non-CIA cables totaled 69,974 items broken down as follows:

CIA IN	23,478
CIA OUT	10,382
Miscellaneous (including Archives 711)	5,165
Non-CIA Units	<u>30,949</u>
Total Work Units	69,974*

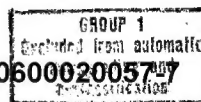
*Highest single month total of traffic in the history of the Cable Secretariat.

B. CIA IN and OUT cables totaled 186,278 for 1 January - 30 June 1967, an increase of 9% over the same period in 1966 (171,345) and 20% more than the base period 1963 (154,686).

C. Non-CIA cables for 1 January - 30 June 1967 totaled 167,245, an increase of 15% over the same period in 1966 (144,808) and 85% more than the base period of 1963 (90,471).

D. Work units totaled 385,097 for 1 January - 30 June 1967, which is 11% more than the same period in 1966 (347,293) and 41% more than the base period 1963 (273,941). Our Monday-Friday average for June 1967 was 2,664 items with an average of 2,332 items completed each 24 hours including Saturdays and Sundays.

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E. 2,531 cables or 4% of all cables processed were furnished to the Director, as compared to 1,886 or 3% for May 1967.

2. Personnel

A. Our personnel picture is beginning to look better. During the month we gained six and lost two persons. This leaves our strength at [REDACTED] still two short of our T/O of [REDACTED]. We have received all of our eight summer employees.

B. [REDACTED] was hospitalized from 15 - 21 June 1967 for surgery. He is now at home and plans to return to duty on 10 July 1967.

C. [REDACTED] will be on active duty from 10 - 21 July 1967.

3. General

A. Requisitions for the purchase of the "Keytronic Sorter" and for a Remington Rand "Lektrafile" have been submitted for purchase.

B. During the month, [REDACTED] of Position Management and Compensation Division, Office of Personnel, conducted a classification review of the Cable Secretariat and updated the job descriptions of all positions. [REDACTED] review was accomplished in a highly efficient and professional manner.

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[REDACTED]
Cable Secretary